





## Finale Exercise 2: Chords

1. Click on the Staff Tool () , then double-click underneath existing staff to add another. To add brace at beginning of system: click on first staff then shift-click on second staff, then go to Staff menu  $\Rightarrow$  Add Group and Bracket...  $\Rightarrow$  click on brace in "Bracket Options" and press OK button.
2. To change **clef**, double-click on small box at start of new staff. In "Clef" section in Staff Attributes window which appears, click "Select..." button and choose bass clef.
3. For **key signature**: click on the Key Signature Tool () , then double-click in middle of first measure. Create four-flat key sig. in window which appears. Optionally set minor mode.
4. For **time signature**: click on Time Signature Tool () , then double-click in middle of first measure (not on time sig. itself). Adjust the "Number of Beats" to two.
5. To create a **pickup** measure, go to Document menu  $\Rightarrow$  Pickup Measure... and choose quarter-note duration, then click OK button.
6. Adding notes to bottom staff: Click on Simple Note Entry Tool () , and press 5 on the numeric keypad (numpad) to select quarter-note duration. Click in first measure and type an "f", then type the rest of the data illustrated below. You will have to type a right arrow to move to the next measure after typing "f". When a note is more than a 4th away from the previous note, press shift up or down (arrow keys) to move the cursor to the correct octave range before typing the next note. (You can press *esc* key when done entering notes if you like.)

numeric keypad  
(numpad)

$\rightarrow$  np-5 f ( $\rightarrow$ )

shift- $\uparrow$  c

shift- $\downarrow$  c

f

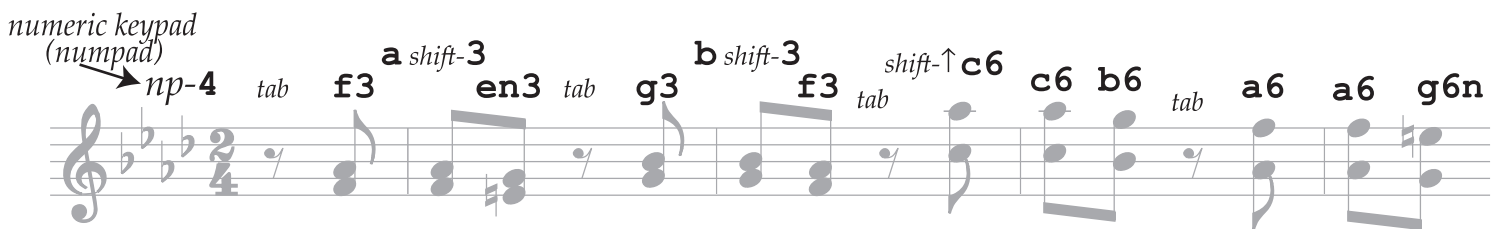
shift- $\downarrow$  f


b

bn

c

- Choose eighth-note durations (numpad-4) and then click in the pickup measure on the top staff. Type “r” to convert note into a rest, then press right-arrow key to move off of the rest. For the first two notes, type “f” to add the F pitch, and “3” (not on numpad) to add a third above. Alternatively, type “a” to add an A pitch and then “shift-3” (not on numpad) to add a third below. Follow keystrokes given on the next page to generate the top line of music for the example.



- Click on Selection Tool () (or Mass Edit Tool in older versions of Finale), then click on first empty measure in top staff after music, then shift-click on last measure in bottom staff. Next, press *delete* key to remove unwanted measure.
- To display only one beat in the last measure: click on the Time Signature Tool, then double-click in last measure. Change the time signature to 1/4. Click “Options>>” button and select “Use a different time signature for display”.
- To remove final barline, click on “Measure Tool”, then double click on top little box which appears above the barline, and choose “Invisible” for Barline style in window that appears.
- To force all measures onto one line, click on Selection Tool (or Mass Edit Tool in older versions of Finale). Then click on first measure of second line, then shift-click on last measure of example, and then press up-arrow key to force those measures to move up one line.